

# Appendix C — Assignment-specific Training

**A**ssignment-specific courses are identified by the Under Secretary of Defense for Acquisition, Technology and Logistics as integral to the education and training of Department of Defense (DoD) Acquisition, Technology, and Logistics (AT&L) workforce personnel. These courses are offered by DAU to provide unique acquisition knowledge required for a specific assignment, job, or position; to maintain proficiency; and to remain current with legislation, regulation, and policy. This training can span several functional areas and is mandatory for selected individuals within a job series or position category. DAU provides funds for course delivery and student travel costs for assignment-specific courses in the same manner as it does for other courses.

Assignment-specific courses support work distribution decisions of local management officials. Subject to component guidance, these officials are responsible for ensuring that employees who are given these duties receive this training, which will enable them to perform their work productively and effectively.

DAU maintains complete student records for courses taught since the University began offering instruction in 1993, but tracking student requirements and recording completion of these courses in employee personnel records are Component responsibilities.

Course descriptions are provided in Chapter 4 of this Catalog, and instructions for registering for classes are provided in Chapter 2. Schedules for classroom-based courses are maintained in ATRRS and should be available through your local training office. Up-to-date class schedules are also made available for downloading from the DAU Web site at <http://www.dau.mil>.

## ACQ 201

### INTERMEDIATE SYSTEMS ACQUISITION

This course is assignment-specific only for contracting personnel. All contracting personnel who are assigned to a major program or who devote at least 50 percent of their time to a major acquisition program are required to take this course at Level III. ACQ 201 should be taken at Level II within 1 year of assignment to a major Defense acquisition program.

## BCF 102

### FUNDAMENTALS OF EARNED VALUE MANAGEMENT

Workforce analysts who are responsible for analyzing Earned Value Management (EVM) data or

who need a basic understanding of EVM concepts to perform some aspects of their duties should take BCF 102. Attendees typically include employees of program/project management offices, the Defense Contract Management Agency, dedicated support matrix organizations, and Service headquarters support matrix organizations.

## BCF 203

### INTERMEDIATE EARNED VALUE MANAGEMENT

DoD AT&L workforce personnel should take BCF 203 if their duties include integrating earned value data to perform the following functions: (1) awarding/administering contracts, reviewing or performing surveillance on contractor's management control systems, or supporting Integrated Baseline Reviews as outlined in DoD 5000.2-R, Part 3.3.4.3 (Cost Performance); or (2) evaluating, analyzing, or using earned value data. Attendees typically include employees of program/project management offices, the Defense Contract Management Agency, dedicated support matrix organizations, and Service headquarters support matrix organizations.

## BCF 206

### COST RISK ANALYSIS

This course should be taken by DoD AT&L workforce personnel whose duties include: (1) developing and/or evaluating cost estimates for such areas as procurement, software, research and development, weapon systems, etc.; (2) planning and managing DoD systems acquisition; (3) evaluating and negotiating contract proposals; and (4) performing cost and performance tradeoff analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management community as well as program/project managers and personnel in contracting; systems planning, research, development, and engineering; and information technology.

## BCF 207

### ECONOMIC ANALYSIS

DoD AT&L workforce personnel should take BCF 207 if their duties include: (1) developing and/or evaluating costs and benefits of alternative courses of action involved in decisions (i.e., lease vs. buy, in-house vs. contractor, privatization or outsourcing, or repair or replace) and/or (2) preparing funding proposals for such programs as Operations and Support Cost

Reduction or Defense Working Capital Fund (Defense Business Operations Fund). Participants typically include members from the Business, Cost Estimating, and Financial Management community as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; information technology; and non-DoD personnel who conduct economic analyses of materiel systems.

## **BCF 208**

### **SOFTWARE COST ESTIMATING**

The Software Cost Estimating course should be taken by DoD AT&L workforce personnel whose duties include: (1) developing and/or evaluating cost estimates for life-cycle management (i.e., research, development, procurement, deployment, operating and support, and disposal) for either embedded or stand-alone systems; (2) planning and managing DoD systems acquisitions; (3) evaluating and negotiating contract proposals; and (4) performing cost and performance tradeoff analyses. Participants typically include members from the Business, Cost Estimating, and Financial Management community, as well as program/project managers and personnel in contracting; systems planning, research, development and engineering; information technology; and non-DoD personnel who are involved in developing, testing, and/or costing software.

## **BCF 209**

### **SELECTED ACQUISITION REPORT**

This course should be taken by Acquisition Category (ACAT) ID/IC personnel who prepare, review, edit, or generate input to Selected Acquisition Reports (SARs) or who are responsible for ensuring that SARs are consistent with Cost Analysis Improvement Group procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines. Attendees typically include employees of program/project management offices, dedicated support matrix organizations, Service headquarters support matrix organizations, and contract administration offices.

## **BCF 215**

### **OPERATING AND SUPPORT COST ANALYSIS**

Personnel involved in developing and/or evaluating Operating and Support (O&S) cost estimates, cost/performance tradeoffs, or total ownership cost reduction efforts should take BCF 215. The course is also appropriate as continuous learning for other personnel involved in defense acquisition.

## **BCF 802**

### **SELECTED ACQUISITION REPORT REVIEW**

Whenever there is a major update to the CARS software, usually on an annual basis, this course should be retaken by Acquisition Category (ACAT) ID/IC personnel who have duties that include preparing, reviewing, editing, or generating input to Selected Acquisition Reports (SARs) or who are responsible for ensuring that SARs are consistent with Cost Analysis Improvement Group procedures, SAR preparation guidelines, approved budgets, and approved acquisition program baselines. Those who attend will most likely come from program/project management offices, dedicated support matrix organizations, Service headquarters support matrix organizations, and contract administration offices. Attendees can also include contractors.

## **CON 232**

### **OVERHEAD MANAGEMENT OF DEFENSE CONTRACTS**

All contracting officers, buyers, price analysts, auditors, and contract administration personnel should take CON 232 if they are assigned to projects in which overhead situations are present and are important elements of cost. Course participants typically include members who are involved with major acquisitions or assigned to the Defense Contract Management Agency.

## **CON 233**

### **COST ACCOUNTING STANDARDS WORKSHOP**

The Cost Accounting Standards Workshop should be taken by contracting personnel, auditors, and attorneys involved in issues relating to Cost Accounting Standards (CAS). Procurement contracting officers as well as administrative contracting officers (Cognizant Federal Agency Officials (CFAOs)) benefit from instruction on applicability of CAS to contracts and on administrative issues. Auditors benefit from receiving Agency-neutral instruction and interfacing with the CFAOs. Attorneys that litigate CAS issues should also receive training in the area.

## **CON 234**

### **CONTINGENCY CONTRACTING**

This is intended for military personnel in the Contracting and Purchasing and Procurement Technician career fields and for emergency essential civilians in deployable positions of all Services. Whenever practical, students should attend CON 234 prior to assuming duties as a deployable contracting officer or purchasing agent.

## **CON 235**

### **ADVANCED CONTRACT PRICING**

Level II and III personnel should take CON 235 if they are involved in major systems acquisition or in a commercial environment where knowledge of cost risk analysis, cost estimating relationships/parametric estimating, overhead estimating, and decision/risk analysis tools is required.

## **CON 236**

### **CONTRACTUAL ASPECTS OF VALUE ENGINEERING**

Contracting, program management, and functional personnel should take CON 236 if they might be involved in Value Engineering (VE) applications or if they support major weapons systems and can be expected to encounter specific VE activity.

**Note:** Individuals not assigned to contracting are encouraged to attend. While the primary focus of the course is on the contractual aspects of VE, the Integrated Product Team/Integrated Product and Process Development (IPT/IPPD) approach is emphasized regarding the utility of value methodology and the resulting VE change proposals.

## **CON 237**

### **SIMPLIFIED ACQUISITION PROCEDURES**

This self-paced, Web-based course is designed as a continuing education tool for all personnel requiring knowledge of simplified acquisition procedures.

## **CON 243**

### **ARCHITECT-ENGINEER CONTRACTING**

Military and civilian workforce members in the Contracting career field who are assigned contracting responsibilities for Architect-Engineer (A-E) contracts should take CON 243. Whenever practical, students should attend prior to assuming duties in A-E contracting.

## **CON 244**

### **CONSTRUCTION CONTRACTING**

The Construction Contracting course is intended for military and civilian workforce personnel in the Contracting career field and others (e.g., professional engineers) who are assigned specific contract administration duties for construction contracts. Whenever practical, students should attend this course prior to assuming duties in construction contracting.

## **GRT 201**

### **GRANTS AND AGREEMENTS MANAGEMENT**

This course should be taken by all contracting personnel with grants management responsibilities and by all acquisition personnel who have been assigned the responsibilities of a contracting officer's representative or contracting officer's technical representative for a DoD grant.

## **PMT 202**

### **MULTINATIONAL PROGRAM MANAGEMENT**

All personnel involved in an international defense cooperative research, development, and acquisition program should take PMT 202.

## **PMT 203**

### **INTERNATIONAL SECURITY AND TECHNOLOGY TRANSFER/CONTROL**

This course should be taken by all personnel involved in an international defense acquisition program in other than a managerial capacity. Participants will typically include members of the following career fields: Program Management; Contracting; Test and Evaluation; Systems Planning, Research, Development and Engineering; and Business, Cost Estimating, and Financial Management.

## **PMT 304**

### **ADVANCED INTERNATIONAL MANAGEMENT WORKSHOP**

All personnel involved in an international defense acquisition program should take PMT 304, especially if they are involved in international project agreements.

## **PMT 401**

### **PROGRAM MANAGER'S COURSE**

This executive-level course is designed for specially selected, Level III certified DoD AT&L workforce members who are potential leaders of major acquisition programs, integrated product teams, and SYSCOM/MAJCOM divisions. Attendees must be GS-14/O-5 or above with extensive experience in acquisition, to include 4 years in, or in direct support of, a PMO. Selected representatives from industry may attend.

## **PMT 402**

### **EXECUTIVE PROGRAM MANAGER'S COURSE**

The Executive Program Manager's Course is statutorily required for personnel selected to a critical

acquisition position as a program executive officer, program manager, or deputy program manager of a major defense acquisition program or a significant nonmajor defense acquisition program in Acquisition Category (ACAT) I or II.

## **PMT 403 (Formerly PMT 305)**

### **PROGRAM MANAGER'S SKILLS (ACAT III PROGRAMS)**

This course is designed to update newly designated Acquisition Category (ACAT) III program/product managers and their deputies on current acquisition policy, principles, and practices. PMT 403 includes lessons learned from recent experiences and instruction on how to operate as a program manager in the current environment.

## **PQM 103**

### **DEFENSE SPECIFICATION MANAGEMENT**

Personnel who are responsible for writing, reviewing, coordinating, applying, or using specifications and related documents should take PQM 103.

## **PQM 104**

### **SPECIFICATION SELECTION AND APPLICATION**

This course should be taken by personnel who are involved in setting requirements and making standardization decisions. Also, personnel who use specifications and standards but are not actively involved in the development or management of requirements documentation could benefit from PQM 104.

## **PQM 202**

### **COMMERCIAL AND NONDEVELOPMENTAL ITEM ACQUISITION**

This course is intended for personnel who are involved in the acquisition of commercial and nondevelopmental items. This includes personnel who locate and evaluate potential items, plan for support of items, select and prepare requirements documents, or manage item test evaluations and quality.

## **PQM 203**

### **PREPARATION OF COMMERCIAL ITEM DESCRIPTIONS**

Personnel who prepare or review commercial item descriptions and use market research techniques to identify commercial items should take PQM 203.

## **PQM 212**

### **MARKET RESEARCH**

The Market Research Course is intended for personnel who gather and use market information when conducting cost, schedule, and performance tradeoff analyses; determining whether items and services are commercial; or developing acquisition plans, requirements documents, support plans, test plans, and evaluation factors.

## **SAM 101**

### **BASIC SOFTWARE ACQUISITION MANAGEMENT**

SAM 101 is required for those in acquisition positions who have duties that include software acquisition management or who work in development programs in which \$20 million or more is spent on software, procurement programs in which \$30 million or more is spent on software, programs in which \$1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing. SAM 101 is an excellent introductory course for personnel of any rank/grade or acquisition career level involved in management of DoD software-intensive systems.

## **SAM 201**

### **INTERMEDIATE SOFTWARE ACQUISITION MANAGEMENT**

This course is required for acquisition personnel who are involved in any aspect of managing DoD software-intensive systems. Priority for this course will be given to personnel who manage software development and/or acquire software and who work in development programs in which \$20 million or more is spent on software, procurement programs in which \$30 million or more is spent on software, programs in which \$1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing.

## **SAM 301**

### **ADVANCED SOFTWARE ACQUISITION MANAGEMENT**

The SAM 301 course is required for acquisition personnel involved in any aspect of managing DoD software-intensive systems. Priority for this course will be given to personnel who manage software development and/or acquire software and who work in development programs in which \$20 million or more is spent on software, procurement programs in which \$30 million or more is spent on software, programs in which \$1 million or more is spent on sustainment costs for software annually, or programs in which post-deployment software support is ongoing.